

### 3. THE PROCESS

a. To begin the DEU process, the manager initiates a Request for Personnel Action (RPA). It is important to specifically identify "DEU" as a recruitment source in Part D of the RPA. It is also necessary to identify any special requirements of the position that are not contained in the position description (see SOP #E-98-03), such as licensing, registration or certification requirements (e.g., Acquisition Certification); maximum entry age; security clearance requirements; travel requirements; pre-employment physical requirements; drug test requirement; if recruitment incentives or permanent change of station (PCS) will be authorized; targeted areas for announcement distribution; name requests, etc. It is also important that the RPA include the selecting official's name, email address, telephone number, FAX number, and mailing address.

b. In addition to the submission of an RPA, a job analysis and an evaluation tool are required in order to determine the best-qualified candidates. The selecting official prepares these with the assistance and guidance of their local CPAC. A job analysis identifies the KSAs required for the position and is necessary in order to provide the required documentation that the selection criteria was job related. The evaluation tool is an integral part of the process. The evaluation tool determines the relative order of candidates on the certificate based on numerical scores. There are two basic evaluation tools available: a crediting plan, or a self-certification task list. A manager has the flexibility in selecting which method of evaluation he/she chooses to use to determine the best-qualified candidates for referral. To assist you in the development of a job analysis and a crediting plan, the DEU has prepared a guide which is included as an attachment to this kit. It provides step by step instructions on how to develop a job analysis and a crediting plan and provides samples of each. The development of a crediting plan includes the identification of

description levels or benchmarks for each KSA. Each benchmark is then assigned points based on an applicant's possession of the KSA at a superior, satisfactory or barely acceptable level. Numerical scores are assigned accordingly.

An additional flexibility available to managers is the "Self-Certification Task List Process". It is an alternative to the traditional process of developing a crediting plan, which sometimes can prove to be very labor-intensive. It is an expedited process in which a Subject Matter Expert (SME) identifies the required job tasks for the position using the position description. This process can be used for multi-graded positions and also for interdisciplinary positions. The job tasks identified by the SME are finalized by the DEU and attached to the announcement as a Supplemental Sheet for applicants to complete. Applicants are required to identify their skill level for each task (i.e., Level A: I have a high level of skill performing the task and/or have provided direction or instruction to others in accomplishing the task.) Skill levels identified by an applicant must be supported by experience described in their application, and the DEU will review their skill level to make sure it matches the information contained in their application. The numerical score assigned to the applicant is determined accordingly.

The Self-Certification Process:

- ◆ expedites issuance of certificates.
- ◆ provides objectivity and consistency in rating.
- ◆ eliminates the need for a SME to assist the DEU in the ranking of highly technical or complex positions.

- ◆ identifies all critical tasks for applicants to address. With the traditional crediting plan, if an applicant fails to address a specific critical task required in the crediting plan, that applicant may be rated not qualified even though they may possess the skill.

For additional information on using this process as an alternative to the development of a crediting plan, you may contact the WCPOC DEU Team. Both of these evaluation tools can provide you with a list of well-qualified candidates.

Whichever tool is developed by a manager, it can be specific to his/her vacancy as long as it is job related and supported by the duties of the position description

c. Forwarding the RPA:

Once the RPA is completed, it is forwarded through your organization's established channels, to your local servicing CPAC. Your CPAC representative will review the RPA, ensure that all required information is included, and contact you to discuss your recruitment options, as necessary.

The CPAC representative will then forward the RPA to the WCPOC Classification Division. The Classification Division representative will ensure that the position description and associated data elements are accurate and ready to process. The Classification Division representative will then flow the RPA to the WCPOC Staffing Services Division.

The WCPOC Staffing Services Division will begin the recruitment process upon receipt of the RPA. Your servicing staffing team will initiate the procedures to clear the DOD Priority Placement Program (PPP), and prepare a DEU request. The DEU request will contain the special requirements you identified on the RPA, i.e., name request(s),

authority to offer recruitment incentives, addresses of identified targeted recruitment groups and any other information pertinent to the position to be filled.

d. The DEU prepares and issues a vacancy announcement using the information from the position description, the RPA, the job analysis, the evaluation tool, and the minimum qualification requirements set forth in the OPM Qualification Standards. The announcement is posted on the Federal Job Opportunity List (FJOL) at: [usajobs.gov](http://usajobs.gov) and on the WCPOC web site at: [www.wcpoc.army.mil](http://www.wcpoc.army.mil), under "Employment Opportunities", and "How to Apply through the Delegated Examining Unit". The DEU can send copies (mail, fax, email) of the announcement to any addresses provided by management and/or the CPAC to meet any targeted recruitment efforts, i.e., local colleges or universities, professional organizations, societies, etc., and place the announcement in newspapers, magazines, professional journals, etc., subject to your budget constraints.

e. When the announcement closes or the cut-off date has passed, the DEU rates and ranks the applicants to determine the best-qualified candidates for referral. For General Schedule (GS) positions, rating is the process of evaluating an applicant against the OPM Qualification Standards to determine their basic eligibility (i.e., specialized experience, education requirements if applicable). Time in grade requirements do not apply under DEU procedures. Ranking is the process of determining the best-qualified candidates by applying the evaluation tool and assigning a numerical score. For Federal Wage System (FWS) positions, the process of evaluation is called ranking. An evaluation tool is used to determine basic eligibility through the use of a screen-out element or KSA and then the evaluation tool is applied to assign a numerical score. A screen-out element, which specifically describes the minimum experience, education, and/or training the

applicant must possess in order to meet all basic qualification requirements is developed by the manager.

f. Once all candidates are evaluated, a certificate is prepared in score order. In addition to the points received based upon the evaluation tool, eligible veterans will receive additional points (5 or 10 points) based on their applicable veterans' preference. For non-professional/scientific positions, 10-point preference eligibles who have a service-connected disability of 10 percent or more will be placed at the top of the certificate regardless of their score. This is known as "floating" to the top of the certificate. These 10-point preference eligibles do not "float" to the top of the certificate when filling professional/scientific positions; they are placed in score order along with all other qualified applicants. The certificate is then provided to your servicing staffing team for issuance to the CPAC.

g. The certificate is then forwarded to the CPAC via fax or regular mail. They will ensure that you receive the certificate and applications of candidates referred.